

JUNE LAGMAY  
CITY CLERK

HOLLY L. WOLCOTT  
EXECUTIVE OFFICER

# CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

OFFICE OF  
CITY CLERK  
ADMINISTRATIVE SERVICES  
ROOM 224, 200 N. SPRING STREET  
LOS ANGELES, CALIFORNIA 90012  
(213) 978-1099  
FAX: (213) 978-1130  
TDD/TTY (213) 978-1132

MIRANDA PASTER  
ACTING DIVISION HEAD

February 21, 2013

KAREN DIAL, PRESIDENT  
Westchester Business Improvement District  
8929 S. SEPULVEDA BLVD #130  
WESTCHESTER, CA 90045

## **RE: Mandatory Best Practices Seminar – March 13, 2013**

Dear Karen Dial,

The Office of the City Clerk will hold a mandatory Best Practices Seminar for all Business Improvement Districts (BIDs) on Wednesday, March 13, 2013. The purpose of this seminar is to discuss the Best Practices for Business Improvement Districts in regards to administration, reporting and implementation of your BID services with the City of Los Angeles.

The Best Practices Seminar will be held at the:

Controller's Conference Room  
Los Angeles City Hall East, 3<sup>rd</sup> Floor  
200 N. Main Street, Room 351A  
Los Angeles, CA 90012  
Time: 9am - 1pm

Parking will be made available and refreshments will also be served. Please call Gloria Pinon at (213) 978-1108 or email your name, car model and license plate information to [gloria.pinon@lacity.org](mailto:gloria.pinon@lacity.org).

At least one Business Improvement District Board member is required to attend this meeting, but as many members of the Board who wish to attend may do so with confirmed RSVP. In addition, the Executive Director, or at least one administrative person, must attend from each BID in addition to the one BID Board member. **Mandatory Attendance is Required.**

Please call (213) 978-1099 to RSVP on or before March 8, 2013. Questions about this mandatory seminar should be directed to Rosemary Hinkson of my staff at (213) 978-1082 or (213) 978-1099 or via email at [rosemary.hinkson@lacity.org](mailto:rosemary.hinkson@lacity.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Miranda Paster".

Miranda Paster, Acting Division Head  
Administrative Services Division